



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Job Title: PF148 - Chief, Non-Defense Programs - SNIS Professional Tier 1

Vacancy Open Period: 04/12/2017 - 05/04/2017

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CFO/RMD

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a SNIS Professional Tier 1 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates and highly qualified GS-15s may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
 - Current Federal Government employees.

Salary Determination



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- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Office of the Chief Financial Officer (CFO) leads the development, negotiation, and presentation of the National Intelligence Program (NIP) budget to the President and the Congress. The CFO's three main responsibilities include resource management (budget analysis, formulation, justification, and execution), performance planning and evaluation, and financial management improvement.

Major Duties and Responsibilities (MDRs)

- Manage, lead, and oversee efforts to formulate, submit, and justify the Non-Defense NIP component budget to Congress. Non-Defense components are included within the Departments of State, Treasury, Energy, Homeland Security and Justice.
- Actively engage and guide Non-Defense NIP component programs to develop budgets that support national security objectives.
- Analyze Non-Defense NIP component budget requests and budget execution data for accuracy and consistency with DNI priorities, compliance with guidance, regulations, laws, and sound budgeting and financial management practices.
- Lead coordination for the in the production of the annual Congressional Budget Justification Books.
- Review, monitor, and summarize Congressional budget actions such as budget marks and other relevant legislation as they pertain to the NIP and provide input for appeals to Congressional budget markups.
- Conduct substantive and editorial review of a heavy volume of written material, and prepare and contribute to the development of products such as Congressional testimony, responses to Congressional queries, Questions for the Record, Congressionally Directed Actions, and letters and memoranda regarding program, budget, and execution issues.
- In collaboration with OMB, direct the apportionment and allotment of Non-Defense NIP funds and monitor execution.
- Identify and evaluate key program and budget issues within the Non-Defense NIP components, developing program proposals, evaluating alternatives, and providing recommendations.
- Interact regularly with Department Comptrollers, Non-Defense Program OMB Examiners, and Congressional oversight committees on budget issues.
- Lead independent studies, as necessary, to understand Non-Defense NIP budget trends and issues pertaining to IC-wide initiatives.



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- Monitor and assess Non-Defense NIP budget spend rates and advise leadership of anomalies and corrective action plans, including operating year budget reports and reprogramming requests.
- Establish controls and provide extensive technical analyses and budgetary advice and guidance regarding the development and implementation of Non-Defense NIP resource allocations and plans in order to defend budget activities.
- Analyze and evaluate continual changes in program plans and funding and their effect on financial and budget program milestones.
- Lead a team of professional staff, assess performance, collaborate and oversee goal setting, and provide feedback on personal and professional development.

Mandatory and Educational Requirements

- Knowledge of the Non-Defense components of the IC, Department of Defense (DOD), OMB, and Congressional budget processes and procedures.
- Mastery of the concepts, principles, practices, laws, and regulations of budgeting and/or financing.
- Excellent knowledge of and experience with NIP budget formulation programming and budget execution processes.
- Demonstrated ability to analyze complex program and budget issues, and manage multiple tasks and projects under short deadlines.
- Ability to plan strategically, to analyze and assess programmatic initiatives, and to report trends impacting mission objectives.
- Extensive understanding of the IC missions, disciplines, and capabilities.
- Excellent oral and written communication skills, and demonstrated ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



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- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and aclaaale@dni.ic.gov (*Alex A.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and aclaaale@dni.ic.gov (*Alex A.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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All Applicants:



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APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3811.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3811; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**